



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



August 7, 2017

**DIVISION MEMORANDUM**

NO. 503, s. 2017

**Seminar-Workshop on LAC Facilitation Skills' Enhancement  
for Secondary Schools Heads**

**TO: Assistant Superintendents  
Chiefs/EPSSs/Coordinators/SEPSs/ EPS IIs  
Public Schools District Supervisors/OICs  
Secondary School/s Principals/TICs  
All Others Concerned**

1. This Office announces the conduct of the two-day seminar-workshop on **LAC (Learning Action Cells) Facilitation Skills' Enhancement for Secondary Schools Heads** on **August 29-30, 2017** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**. The training starts on a **Tuesday** (August 29<sup>th</sup>) and ends on a **Wednesday** (August 30<sup>th</sup>). Registration is at **6:00AM-7:30AM** on **Day One (1)/Tuesday**. The Opening Program will start at exactly 8:00AM at the Ecotech Pavilion. The first meal/snack will be served at 9:00AM on Day One (1). Closing Program will be at around 5:00PM on Day Two (2)/Wednesday. Please see attached sample training matrix for further details of this training.
2. Participants are **all secondary school/s heads or TICs** from the Division excluding the schools heads from Integrated Schools who were already trained by BASA Pilipinas. However, if those schools heads from the Integrated Schools are not yet able to attend trainings regarding the topic on conducting LAC sessions, they may still participate for this training. **School/s caretakers and those TICs without valid/legal designation orders** from the Schools Division Superintendent are excluded to participate.
3. Participants from **Bantayan and Camotes Islands** as well as those who need to **travel four (4) hours or more** in going to the training venue is given **Day Zero (0)**, check-in time is at around 5:00PM on **August 28<sup>th</sup>/Monday/holiday**.
4. Questions or inquiries regarding this training can be directly addressed to **Dr. Mary P. Flores, CID Chief** at the Division Office; other concerns can also be sent via email message to/at **v\_ybanez@yahoo.com**.
5. Each participant is advised to bring all his/her personal stuffs/effects (**including prescription medicines**) that are needed or very useful during his/her stay at Ecotech Center. They are also advised to bring **LAC session guides, notes and sample minutes** if there are any for them to share during the workshop.

6. The **Nurse Section (Attn: Mr. Reynaldo Payot)** is also hereby directed to assign at least **two (2) nurses** with the necessary **First Aid Kit/tools/medicines** during the entire duration of this training.

7. This **Memorandum** serves as **Travel Authority** of the **participants, support staffs**, trainers, admin/logistics/technical training support personnel as well as the other members of the training team/management.

8. Travelling expenses of the participants shall be charged to the **schools' MOOE** while travelling expenses of the **trainers/EPs** shall be charged to the **Division's MOOE**. **Expenses for the food or meals/snacks, lodging accommodations, materials given to the participants/trainers (if there are any) and other related/incidental costs for this training shall be charged to the Division's HRTD Funds**, subject to its availability and the usual accounting/auditing rules and regulations.

9. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent  




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**Training Matrix**

**Title of Activity/Event: Seminar-Workshop on LAC Facilitation Skills' Enhancement for Secondary Schools Heads**

**Number of Pax: 239**

**Date/s: August 29-30, 2017 (Tuesday-Wednesday)**

**Venue: DepEd Ecotech Center, Sudlon, Lahug, Cebu City**

**DAY 1 (Tuesday)/August 29<sup>th</sup>**

Activities/Group	Time	Duration	Person/s Responsible/Speaker
Registration	6:59- 7:59AM	60 mins.	Training Team/OD
National Anthem	8:00- 8:03AM	3 mins.	Multimedia
Sugbo Hymn	8:03- 8:05AM	2 mins.	Multimedia/National Anthem (Instrumental, no pictures in the screen)
Prayer	8:06- 8:08AM	2 mins.	Multimedia
<b>Words of Welcome</b>	<b>8:09- 8:13AM</b>	<b>5 mins.</b>	Training Team
House Rules	8:14- 8:20AM	6 mins.	Training Team
Roll Call	8:21- 8:25AM	5 mins.	Training Team
Leveling of Expectations/Statement of Purpose/Rationale	8:26- 8:30AM	5 mins.	Training Team
	<b>8:30AM- 12:01Noon</b>	210 mins.	<b>The LAC Policy (DepEd Order 35, s. 2016); LAC Facilitation Skills by: Dr. Mary Ann P. Flores</b>
	12:02- 12:59PM	57 mins.	LUNCH BREAK

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	<b>1:00PM-5:00PM</b>	240 mins.	<b>LAC Practices and Experiences in Schools; The Principles Underlying LACs by: Mrs. Nenita G. Jaralve</b>
<b>DAY 2 (TUESDAY/August 30th)</b>			
<b>Breakfast</b>	6:00-7:30AM	90 mins.	
<b>Management of Learning (MOL)</b>	7:31-7:59AM	28 mins.	<b>Assigned Host/s</b>
	8:00-12:00Noon	240 mins.	<b>LAC Sample Topics; Creating Vignettes for LAC Discussions by: Dr. Mary Ann P. Flores, CID Chief</b>
<b>LUNCH BREAK</b>	12:01-12:59	58 mins.	<b>Break</b>
	1:00-5:00PM	240 mins.	<b>Simulation of Child Abuse Cases/Children Bullying Issues in Schools (How do principals handle child abuse/bullying issues in schools?) by: Atty. Orville dela Cerna</b>
	<b>5:01-5:30PM</b>	<b>29 mins.</b>	<b>CLOSING PROGRAM</b>

**Note: Topics and time allotment are subject to change depending on the availability of the speakers.**

**Prepared by:**



**VICTOR A. YBAÑEZ, DM, EdDD, PhD**

**SEPS-HRD**

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